

## **STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS COUNTY OF NEWPORT**

The Town Council of the Town of Tiverton, County and State aforesaid held a Special Meeting on Saturday, the 11th day of January 2014 at 9:00 a.m. at the Tiverton Town Hall, 343 Highland Road.

### **MEMBERS PRESENT:**

Council President Roderick, Vice-President deMedeiros, Councilor Chabot, Councilor Gerlach, Councilor Lambert and Councilor Pelletier. Councilor Arruda was absent.

Interim Administrator/Town Clerk Nancy Mello was also present.

### **1. Call To Order**

Council President Roderick opened the Special Meeting with the Pledge of Allegiance to the Flag, then called the meeting to order at approximately 9:15 a.m.

### **2. Overall Discussion and Possible Votes on FY 2014/2015 Budget**

Interim Town Administrator/Town Clerk Nancy Mello explained the Budget paperwork being looked at was dated 1/10/14, budget currently at 6.94%; nothing has been added or removed. When Council approves the preliminary budget at Monday's meeting will forward that to the Budget Committee (BC) by Wednesday, clean copies will be distributed at Monday's Council meeting. Accompanying documents include a Draft Budget Report for FY ending 6/30/13 and Expense Budget to Actual dated 12/31/13. Treasurer Saurette will also attend. President Roderick started with the major headings on each page.

#### **Debt Service:**

Town Clerk reminded Wastewater Management will be coming to the January 27<sup>th</sup> Council meeting regarding draft legislation on the sewer line; will ask the Solicitor to look at the proposed legislation, involves the Interceptor Line debt. The \$120,000 savings in the budget due to TIF bond refinanced. Overall saved slightly more than \$100,000 in Debt Service.

#### **Non – Recurring Major Expenditures:**

New items: Resurface Town Farm lower Soccer Field at \$12,000, Code Enforcement Plotter discussed with Planning Department, Kate Michaud and Gareth Eames added \$8,000 to that line. Did not recommend the Code Enforcement Vehicle for \$25,000. General consensus was to add \$8,000 for the Plotter, keep the air packs, remove the Vehicle, remove New request for the Police unmarked vehicle at \$18,000. Discussion followed on the Police Parking lot paving and striping, T/A directed Chief Blakey to find money in the budget. DPW Director Steve Berlucchi noted, could get by for next year, front and left side has been done. Consensus was to cut the Bobcat at \$40,000.

**Recurring Major** section-New items: Ladder Truck out for now, Utility Truck consensus, can get a used one for \$10,000, can rebuild one at DPW with a new body, will suffice for maintenance. The 6 Wheel Plow request will remain.

#### **General Government:**

Town Clerk explained contractual obligations drive expenses up, increased recodifying due to Comprehensive Plan (Comp Plan) update. Town Council-Clerk lowered Future Needs Council agreed should show actual salaries in budget, gave 2% increase to each department head. Do not know how previous T/A came up with \$34,561, cannot reconcile to impact statements for contracts, can bring down to \$15,000. Consensus was to leave at the requested \$20,000. Councilor Gerlach questioned reducing Council stipends. President Roderick explained cannot do that based on the Charter, effects future Council, not this one. Consensus was to leave the Contingency Fund the same. Consensus was to leave the Department Management Salary of \$95,000 as recommended by T/A but remove the New addition, Benefits Manager/Human Resources at \$25,000, new T/A should have opinion about that. Board of Canvassers- increased Elections by \$15,000, may have 2 primaries and one general election.

In February the Board of Elections is requiring training for all Board members and the office staff. Legal Services- Consensus was to reduce Litigation to \$125,000 and Labor Counsel to \$40,000. Town Clerk noted 2 contracts coming up this year, DPW and Police, Labor Counsel should be pulled in more, contracts need to be rewritten. Councilor Lambert noted most people think the T/C does not settle litigation as a way of paying off attorneys. President Roderick added, most don't realize the Council cannot divulge why something is not settled. Town Clerk did let the BC know this Council had more review of the budget, was more aware, will always have someone at the BC meetings, Council will set policy. Probate Court- question arose if the Judge could hold 2 judgeships, Clerk affirmed, in Tiverton the Probate judge is elected, Municipal Court judge is appointed. Building/Zoning Inspector- the Vacation Coverage is when Mr. Eames is on vacation and there is need to have someone cover for him Consensus was to reduce the Automobile Expenses by \$2,000. New item, Part Time Clerical, Town should fight for this, will be a floater, would have to open the contract, get the labor attorney, amend the contract. Have to cover 20 vacation days, 18 sick days, 3 personal days, need someone to cover. Consensus was to leave in the Part Time Clerical.

Planning Department – Added \$60,000 for a Planner, current A/O, Kate Michaud preparing for the test in May, cannot be her own clerical staff, should be a policy of the Council. Councilor Pelletier suggested merging the two parts of the Budget, Planning Department and Planning Board. Town Clerk agreed, could also be done with Building and Zoning. Suggested utilizing the experience the Town now has from the Solicitor's office, Nancy Letendre is the President of the Association of Certified Planners. Town Clerk explained, will have an RFP for the next Council meeting. Consensus was Planning Department budget was fine. Planning Board- requested New Accounts for the Comp Plan Update. Economic Development Commission- no changes. Town Sergeant- no changes.

Finance and Administration- Tax Assessor-Councilor Pelletier suggested adding Clerical as a notation for Longevity. Director Berlucchi suggested changing Mileage to Gasoline, Town Clerk will look at, check with Assessor about Seminars. Treasurer- new system, easy to use, Treasurer Saurette an asset to the Town. Tax Collector- Salary is the contractual increase. Insurance- an estimate, sent emails still waiting to hear. No longevity in Department Head salaries. Software maintenance is part of OPAL contract. Pension Plans- Left the same, the \$825,000 Council approved last year. Clerk will check to see if the percentage can be decreased. Was part of police pension improvement plan. Councilor deMedeiros noted the BC needs to know how the Council came to the \$825,000. Municipal Pensions- tied to other things beyond salary, Fire Department has a state requirement of additional 5% salary contribution. Pension obligations increased by \$130,000. Town Clerk explained employees contribute 10% of their salary, no offset to this. Councilor Pelletier wanted to look at actual costs per employee for each department, including insurance, benefits, social security and pensions. Consensus was to keep the same figures. Town Clerk noted the final budget goes to the BC by March 8<sup>th</sup>. Unfunded liability and vacations based on who might retire, need actuals can be corrected through contracts. Discussion followed about restricting accounts or a having a resolution.

Fire Department- Added 2% to the current salary for chief. Councilor Pelletier did not like budgeting a salary with a raise booked in suggested a raise pool. Town Clerk suggested a disclaimer on the actual salary, can put the base with no salary increase, need to stress that to the BC. Can justify the Future Needs account. Discussion followed on the EMS incentive line item and the Overtime figure, \$280,000 requested. The other line items remained as the IT/A recommended. Police Department- Salary reflects current plus 2% for the Chief, other salaries reflect contractual increases. Discussion followed on heat, gas and oil and electricity. Treasurer Saurette just printed 5 year actuals, handed copies out to Council. Councilor deMedeiros requested the Budget be put on every agenda. Harbor Commission- will remove the \$500 for night vision binoculars. Public Works- IT/A noted, this was the true salary recently voted

on by the Council. Director Berlucchi was looking for a mechanics helper. The mechanic repairs the vehicles, Senior Center bus and some School vehicles. Missing a plow driver as well, too much for one man. IT/A suggested combining with the Police Department mechanic. Discussion on the paving account followed. Director Berlucchi will set up a priority paving list, IT/A recommended \$225,000. The fuel monitoring system should save 15%. Requested \$25,000 for Storm Water MGMT for a used camera to look for illicit discharge, Wastewater will buy it, rent it to the Town, is a good deal. IT/A will ask the Solicitor to look at the proposed legislation, question if this will still have on site for the rest of the Town. Director Berlucchi explained the increase in rubbish collection is tied to the consumer price index which increased 4%, includes 8 yard waste pickups. Landfill cover increased by \$15,000, have not received as much free cover this year. Building Maintenance – tool replacement, uniform rental can be changed at any time. Custodial travel is mileage between buildings, can pull out mileage portion. A lot of contractual obligations in this section. Senior Citizens Service- added 2% for the salary increase, if considered as a step up in salary should disclose, longevity is incorporated in the salary. Trying to get a CDBG grant for a three bay sink, mandated by Department of Health.

The budget increase at this time was 5.15%, is the first round, will be on Monday's agenda to approve and forward to the BC as a preliminary budget.

Councilor deMedeiros made a motion, seconded by Councilor Chabot to approve everything said about the adjustments to be made, forward to Budget Committee. Motion passed unanimously.

### **3. ADJOURNMENT:**

Councilor deMedeiros motioned to adjourn, seconded by Councilor Chabot passed unanimously.

The Special Meeting adjourned at 2:45 p.m.

**A True Copy.**

**ATTEST:** \_\_\_\_\_

Nancy L. Mello, Town Clerk